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**ASCENSION PARISH LIBRARY  
DONALDSONVILLE, LOUISIANA**

**ANNUAL FINANCIAL REPORT**

**DECEMBER 31, 2013**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date **MAY 14 2014**

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To the Board of Control  
Ascension Parish Library  
Port Allen, Louisiana

## **INDEPENDENT AUDITOR'S REPORT**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities of the Ascension Parish Library (a component unit of Ascension Parish Council), as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## INDEPENDENT AUDITOR'S REPORT (continued)

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Ascension Parish Library (a component unit of Ascension Parish Council), as of December 31, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and budgetary comparison information on pages 3-6 and 27-31 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 17, 2014 on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions, laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.

*Baxley & Associates, LLC*

Plaquemine, Louisiana  
March 17, 2014

**ASCENSION PARISH LIBRARY**  
**708 South Irma Blvd.**  
**Gonzales, LA 70737**  
(An agency of the Ascension Parish Government)

**Management Discussion and Analysis**  
As of and for the Year Ended December 31, 2013

**General Information**

The Ascension Parish Library is a public library established in 1960 for the purpose of making available to all citizens of the parish books and other library materials for education, information, and recreation – the library strives to maintain a program of service to locate information, guide reading, and promote the most effective use of library materials.

Management's discussion and analysis (MD&A) is a required element of the reporting model adopted by the Government Accounting Standard's Board (GASB) in their statement number 34. Its purpose is to provide an overview of the financial activities of the Ascension Parish Library based on currently known facts, decisions, or conditions.

**GENERAL FUND**

**Financial Highlights**

Ad valorem taxes reflect a 6.8 dedicated millage. This 6.8 mill total resulted in \$7,027,232 in ad valorem receipts collected in fiscal year 2013 and \$6,497,815 in ad valorem receipts collected in fiscal year 2012.

Total revenue reflected is \$7,489,862 for 2013 and \$7,334,772 for 2012. This revenue includes parish ad valorem taxes, state revenue sharing, interest, grant funds, charges for photocopies, gifts, and fines.

Library expenditures for 2013 total \$5,646,041 and for 2012 total \$5,706,230. The decrease in expenditures from 2012 to 2013 is a result of the completion of costs related to new construction.

**Revenue**

The library's budget reflects actual revenues on hand as opposed to anticipated revenues. Therefore, each year's budget is based on cash flow instead of modified accrual. This provides for budgeting that reflects expenditures based only on actual funds available.

The library's revenue consists of a parish-wide property tax of 6.8 mills, state revenue sharing, interest earnings, gifts, and miscellaneous fees and forfeitures. State aid to public libraries is zero for the second year.

Ascension Parish Library experienced an increase in ad valorem taxes from the previous year. All other revenues experienced expected variance.

## Expenditures

Expenditures include: library administration – personnel salaries and benefits; operating services – utilities, communications, maintenance of grounds, buildings, and equipment, insurance on facilities, grounds, and vehicles; materials and supplies – office, buildings, grounds, vehicle, and library supplies; travel – continuing education travel and expenses; capital outlay – acquisition of land, vehicles, machinery and equipment, major repairs, and library materials; intergovernmental expenditures – contributions to retirement systems and intergovernmental service charges.

- *Library Administration* expenditure increases were a result of standard pay increases and an increase in the cost of employee benefits.
- *Operating Services* expenditures reflect an increase due to additional facility space.
- *Travel* [which reflects continuing education costs] expenditures reflect a decrease in expenditures due to limited opportunities for continuing education.
- *Capital Outlay* expenditures reflect a decrease in purchases due to fewer expenditures related to a stabilization of purchases in this category.
- *Materials and Supplies* expenditure increases were a result of increased purchases in library building and grounds supplies.
- *Intergovernmental Service Charges* for 2013 reflect a refunding of bonds.

### Ascension Parish Library

#### Statement of Net Assets

#### Governmental Activities

2013      2012

#### Assets

|   |                   |                   |
|---|-------------------|-------------------|
| Cash and investments                            | 5,817,210         | 4,859,432         |
| Taxes receivable                                | 7,299,952         | 6,853,792         |
| Prepays   | 43,968            | 41,005            |
| Other assets, net of accumulated amortization   |                   | 91,047            |
| Capital assets, net of accumulated depreciation | 13,771,770        | 13,848,286        |
| <b>Total Assets</b>                             | <b>26,932,900</b> | <b>25,693,562</b> |

#### Liabilities and Net Assets

#### Liabilities

|                                   |                  |                  |
|-----------------------------------|------------------|------------------|
| Accounts payable                  | 39,961           | 39,088           |
| Retainage payable                 |                  |                  |
| Contribution to retirement system | 233,481          | 215,190          |
| Long-term liabilities             |                  |                  |
| Due within one year               | 298,606          | 368,153          |
| Contract payable                  | 9,100,000        | 8,245,000        |
| <b>Total Liabilities</b>          | <b>9,672,048</b> | <b>8,867,431</b> |

#### Net Assets

|   |                   |                   |
|---|-------------------|-------------------|
| Investment in capital assets, net of related debt | 13,771,770        | 13,848,286        |
| Restricted for Capital Projects                   | 3,666,006         | 2,954,997         |
| Unrestricted                                      | -176,924          | 22,848            |
| <b>Net Assets</b>                                 | <b>17,260,852</b> | <b>16,826,131</b> |

## Overview of the Financial Statements

| <b>Ascension Parish Library -- operations &amp; maintenance (general fund)</b> |                  |                  |
|--|------------------|------------------|
| <b>Operating Revenues by Source</b>  |                  |                  |
|  | <b>2013</b>      | <b>2012</b>      |
| Ad valorem   | 7,027,232        | 6,497,815        |
| State Revenue Sharing  | 387,552          | 380,301          |
| State Aid to Public Libraries  | 0                | 0                |
| Fees and charges for library services  | 23,914           | 24,101           |
| Fines, forfeitures, and lost books   | 41,509           | 38,821           |
| Use of money and property  | 5,364            | 6,072            |
| Refunds  | 0                | 0                |
| Contributions  | 320              | 1,120            |
| Other revenues   | 3,971            | 386,542          |
| <b>TOTAL REVENUE</b>   | <b>7,489,862</b> | <b>7,334,772</b> |
| <b>Operating Expenditures by Purpose</b>                                       |                  |                  |
|  | <b>2013</b>      | <b>2012</b>      |
| Library Administration   | 3,460,119        | 3,278,504        |
| Operating Services   | 1,013,191        | 951,427          |
| Travel   | 6,045            | 6,337            |
| Capital Outlay   | 469,134          | 530,114          |
| Materials and Supplies   | 93,831           | 82,940           |
| Intergovernmental Service Charges  | 603,721          | 856,908          |
| <b>TOTAL OPERATING EXPENDITURES</b>  | <b>5,646,041</b> | <b>5,706,230</b> |

### Variations Between Original and Final Budgets

Variations between the original and final budgeted annual revenue in the Operating Revenues by Source reflect adjustments as follows:

- No adjustments in revenue were made.

Variations between the original and final budgeted Operating Expenditures by Purpose reflect adjustments as follows:

- Changes in *Operating Services* reflect an increase in maintenance services on equipment, and security guard due to an increase in hourly wages to police.
- Changes to *Capital Outlay* reflect a decrease due to a lower cost of vehicles purchased.

### Economic Factors and Next Year's Budget

The library's 2014 cash flow budget will have an increase in revenues due to anticipated changes in tax funds. All other aspects of the budget should remain relatively the same.

## CAPITAL PROJECTS FUND

Interest funds on the Capital Projects Account for 2013 were \$2,744 and for 2012 were \$2,977. These revenues are a result of interest earnings on the fund principal. Expansion and renovation on the Galvez facility is in progress.

Expenditures incurred in 2013 totaled \$458,829 and in 2012 totaled \$14,759 in various fees, surveys and construction. The expenditures in 2013 also includes the purchase of land for the future St. Amant facility.

## **Conclusion**

The library has continued its programming and services to the public, as well as maintaining staff levels to accommodate the increase in services and library users, and expanded facilities. The library system now has 160 computers available for library users, as well as expanded book, periodical, audio, video, and multi-media collections. Library programming for the public continues to increase - including computer classes, storytimes, summer reading program activities, arts presentations and workshops, business activities, author visits, lecture series, and many other special events.

The annual operations and maintenance budget enables the library to provide building and grounds maintenance, insurance requirements, staffing, services, resources, and materials to continue serving the needs of Ascension Parish's citizens.

The current capital projects fund has enabled the library to begin the expansion and renovation of the existing Galvez facility. Long range plans include future evaluation and/or expansion of the Donaldsonville facility, and a new facility in St. Amant due to future needs based on population growth.

## **Contacting the Ascension Parish Library's Administration**

This financial report is designed to provide a general overview of the Ascension Parish Library's finances for those with an interest in the library's financial position and operations. Questions about this report or requests for additional information may be sent to: Angelle Deshautellés, Library Director, Ascension Parish Library, 708 South Irma Blvd., Gonzales, LA 70737.



## **BASIC FINANCIAL STATEMENTS**

**ASCENSION PARISH LIBRARY  
STATEMENT OF NET POSITION  
DECEMBER 31, 2013**

|   | <u><b>Governmental<br/>Activities</b></u> |
|---|---|
| <b>ASSETS</b>                                   |   |
| Cash and cash equivalents                       | \$ 5,817,210                              |
| Taxes receivable                                | 7,299,952                                 |
| Prepays   | 43,968                                    |
| Capital assets, net of accumulated depreciation | <u>13,771,770</u>                         |
| <b>Total Assets</b>                             | <u><b>\$ 26,932,900</b></u>               |
| <b>LIABILITIES AND NET ASSETS</b>               |   |
| <b>Liabilities</b>                              |   |
| Accounts payable                                | \$ 39,961                                 |
| Contribution to retirement system               | 233,481                                   |
| Long-term liabilities:                          |   |
| Due within one year                             | 298,606                                   |
| Contract payable                                | <u>9,100,000</u>                          |
| <b>Total Liabilities</b>                        | <u><b>9,672,048</b></u>                   |
| <b>Net Position</b>                             |   |
| Net invested in capital assets                  | 13,771,770                                |
| Restricted for                                  |   |
| Capital projects                                | 3,666,006                                 |
| Unrestricted                                    | <u>(176,924)</u>                          |
| <b>Total Net Position</b>                       | <u><b>\$ 17,260,852</b></u>               |

The accompanying notes are an integral part of this statement.

**ASCENSION PARISH LIBRARY  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2013**

|  | <u><b>Governmental<br/>Activities</b></u> |
|--|---|
| <b>EXPENDITURES/EXPENSES</b>               |   |
| Library Services:                          |   |
| Administration                             | \$ 3,480,572                              |
| Operating services                         | 1,013,191                                 |
| Travel                                     | 6,045                                     |
| Library materials and supplies             | 93,831                                    |
| Intergovernmental                          | 393,722                                   |
| Depreciation                               | <u>1,004,479</u>                          |
| <b>TOTAL EXPENDITURES/EXPENSES</b>         | <u><b>5,991,840</b></u>                   |
| <b>PROGRAM REVENUES</b>                    |   |
| Fees, fines and other charges for services | <u>65,423</u>                             |
| <b>TOTAL PROGRAM REVENUES</b>              | <u><b>65,423</b></u>                      |
| <b>NET PROGRAM REVENUE</b>                 | <u><b>(5,926,417)</b></u>                 |
| <b>GENERAL REVENUE</b>                     |   |
| Property taxes                             | 7,027,232                                 |
| State revenue sharing                      | 387,552                                   |
| Investment earnings                        | 8,108                                     |
| Miscellaneous                              | 4,291                                     |
| Special item- amendment to contract        | <u>(975,000)</u>                          |
| <b>TOTAL GENERAL REVENUES</b>              | <u><b>6,452,183</b></u>                   |
| <b>CHANGE IN NET POSITION</b>              | <b>525,766</b>                            |
| <b>NET POSITION</b>                        |   |
| Beginning of the year                      | 16,826,131                                |
| Restate beginning net position             | <u>(91,045)</u>                           |
| <b>Restated beginning net position</b>     | <b>16,735,086</b>                         |
| <b>End of the year</b>                     | <u><u><b>\$ 17,260,852</b></u></u>        |

The accompanying notes are an integral part of this statement

**ASCENSION PARISH LIBRARY  
GOVERNMENTAL FUNDS  
COMBINED BALANCE SHEET  
DECEMBER 31, 2013**

|  | <u>General<br/>Fund</u>     | <u>Capital<br/>Projects<br/>Fund</u> | <u>Total<br/>Governmental<br/>Funds</u> |
|--|-----------------------------|--------------------------------------|---|
| <b>ASSETS</b>                                      |                             |                                      |   |
| Cash and cash equivalents                          | \$ 2,151,204                | \$ 3,666,006                         | \$ 5,817,210                            |
| Receivables (net of allowances for uncollectibles) |                             |                                      |   |
| Ad valorem taxes                                   | 7,041,584                   | -                                    | 7,041,584                               |
| State revenue sharing (net)                        | 258,368                     | -                                    | 258,368                                 |
| Prepays  | 43,968                      | -                                    | 43,968                                  |
| Other assets                                       | -                           | -                                    | -                                       |
|  | <u>                    </u> | <u>                    </u>          | <u>                    </u>             |
| <b>TOTAL ASSETS</b>                                | <b><u>\$ 9,495,124</u></b>  | <b><u>\$ 3,666,006</u></b>           | <b><u>\$ 13,161,130</u></b>             |
| <br><b>LIABILITIES AND FUND EQUITY</b>             |                             |                                      |   |
| <b>Liabilities</b>                                 |                             |                                      |   |
| Accounts payable                                   | \$ 39,961                   | \$ -                                 | \$ 39,961                               |
| Contribution to retirement system                  | 233,481                     | -                                    | 233,481                                 |
|  | <u>                    </u> | <u>                    </u>          | <u>                    </u>             |
| <b>Total Liabilities</b>                           | <b><u>273,442</u></b>       | <b><u>-</u></b>                      | <b><u>273,442</u></b>                   |
| <br><b>Fund Balance</b>                            |                             |                                      |   |
| Nonspendable:                                      |                             |                                      |   |
| Prepays  | 43,968                      | -                                    | 43,968                                  |
| Restricted   | -                           | 3,666,006                            | 3,666,006                               |
| Unassigned   | 9,177,714                   | -                                    | 9,177,714                               |
|  | <u>                    </u> | <u>                    </u>          | <u>                    </u>             |
| <b>Total Fund Equity</b>                           | <b><u>9,221,682</u></b>     | <b><u>3,666,006</u></b>              | <b><u>12,887,688</u></b>                |
| <br><b>TOTAL LIABILITIES AND FUND EQUITY</b>       | <b><u>\$ 9,495,124</u></b>  | <b><u>\$ 3,666,006</u></b>           |   |

Amounts reported for governmental activities in the statement of net assets are different because Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds

13,771,770

Long-term liabilities, including bonds payable, are not due and payable in the current period, and therefore, are not reported in the funds

(9,398,606)

**Net position of governmental activities**

**\$ 17,260,852**

The accompanying notes are an integral part of this statement

**ASCENSION PARISH LIBRARY  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE -  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

|   | General<br>Fund     | Capital<br>Projects<br>Fund | Total<br>Governmental<br>Funds |
|---|---------------------|-----------------------------|--------------------------------|
| <b>REVENUES</b>   |                     |                             |                                |
| Taxes--ad valorem   | \$ 7,027,232        | \$ -                        | \$ 7,027,232                   |
| Intergovernmental revenues:   |                     |                             |                                |
| State revenue sharing   | 387,552             | -                           | 387,552                        |
| State-aid libraries   | -                   | -                           | -                              |
| Fees and charges for library services   | 23,914              | -                           | 23,914                         |
| Fines and forfeitures (library)   | 41,509              | -                           | 41,509                         |
| Use of money and property   | 5,364               | 2,744                       | 8,108                          |
| Contributions   | 320                 | -                           | 320                            |
| Other revenues  | 3,971               | -                           | 3,971                          |
| <b>TOTAL REVENUES</b>   | <b>7,489,862</b>    | <b>2,744</b>                | <b>7,492,606</b>               |
| <b>EXPENDITURES</b>   |                     |                             |                                |
| Culture and recreation--Libraries   |                     |                             |                                |
| Library administration  | 3,460,119           | -                           | 3,460,119                      |
| Operating services  | 1,013,191           | -                           | 1,013,191                      |
| Travel  | 6,045               | -                           | 6,045                          |
| Capital outlay  | 469,134             | 458,829                     | 927,963                        |
| Library materials and supplies  | 93,831              | -                           | 93,831                         |
| Intergovernmental   | 603,721             | -                           | 603,721                        |
| <b>TOTAL EXPENDITURES</b>   | <b>5,646,041</b>    | <b>458,829</b>              | <b>6,104,870</b>               |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENDITURES</b>                                      | <b>1,843,821</b>    | <b>(456,085)</b>            | <b>1,387,736</b>               |
| <b>OTHER FINANCING SOURCES (USES)</b>   |                     |                             |                                |
| Operating transfer in   | -                   | 1,167,094                   | 1,167,094                      |
| Operating transfer out  | (1,167,094)         | -                           | (1,167,094)                    |
| <b>TOTAL OTHER FINANCING SOURCES (USES)</b>   | <b>(1,167,094)</b>  | <b>1,167,094</b>            | <b>-</b>                       |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>AND OTHER SOURCES OVER EXPENDITURES<br/>AND OTHER USES</b> | <b>676,727</b>      | <b>711,009</b>              | <b>1,387,736</b>               |
| <b>FUND BALANCE, Beginning</b>  | <b>8,663,712</b>    | <b>2,954,997</b>            | <b>11,618,709</b>              |
| Restate Beginning Fund Balance  | (118,757)           | -                           | (118,757)                      |
| <b>FUND BALANCE, Beginning Restated</b>   | <b>8,544,955</b>    | <b>2,954,997</b>            | <b>11,499,952</b>              |
| <b>FUND BALANCE, Ending</b>   | <b>\$ 9,221,682</b> | <b>\$ 3,666,006</b>         | <b>\$ 12,887,688</b>           |

The accompanying notes are an integral part of this statement

**ASCENSION PARISH LIBRARY  
RECONCILIATION OF THE STATEMENT OF REVENUES  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**Amounts reported for governmental activities are  
different because:**

|  |                          |
|--|--------------------------|
| Net Change in fund balances - total governmental funds (page 11)   | \$ 1,387,736             |
| Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.              | (76,516)                 |
| The liability and expense for compensated absences are not reported in governmental funds. Payments for compensated absences are reported as salaries when they occur. Only the payment consumes current financial resources, and it would take a catastrophic event for this liability to become a current liability. | (20,454)                 |
| Governmental funds report payments on a contract as expenditures. However, in the statement of activities, the principal portion is allocated to the statement of net position and shown as a reduction in the contract payable.   | 210,000                  |
| Special item - amendment to contract payable   | (975,000)                |
| <b>Change in net position of governmental activities (page 9)</b>  | <b><u>\$ 525,766</u></b> |

The accompanying notes are an integral part of this statement

**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Ascension Parish Library was established by the parish governing authority, under the provisions of Louisiana Revised Statute 25.211. The library provides citizens of the parish access to library materials, books, magazines, records and films. The library is governed by a board of control which is appointed by the parish council in accordance with the provisions of Louisiana Revised Statute 25.214. The members of the board of control serve without pay.

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In November of 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification is recognized as generally accepted accounting principles for state and local governments.

In conformance with GASB Codification Section 2100, the parish library is a component unit of the Ascension Parish Council, the governing body of the parish and the governmental body with oversight responsibility. The accompanying financial statements present information only on the funds maintained by the parish library and do not present information on the Parish Council, and the general government services provided by that governmental unit, and other governmental units that comprise the governmental reporting entity.

**A. Governmental-Wide Accounting**

In accordance with the Government Accounting Standards Board Statement No. 34, the Library has presented a Statement of Net Position and Statement of Activities for the Library as a whole. These statements include only the component units. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Government-wide statements distinguish between governmental-type and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

Policies specific to the government-wide statements are as follows:

*Eliminating Internal Activity*

Interfund receivables and payables are eliminated in the Statement of Net Position except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses from one function to another or within the same function is eliminated in the Statement of Activities. Allocated expenses are reported by the function to which they were allocated.

**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

*Capitalizing Assets*

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year and a cost greater than \$600 are capitalized. Infrastructure assets such as roads and bridges are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the Statement of Net Position.

*Program Revenues*

The Statement of Activities presents two categories of program revenues – 1) charges for services; and 2) operating grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the District. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are restricted for a specific use.

*Indirect Expenses*

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the District has chosen not to do so.

*Operating Revenues*

Proprietary funds separately report operating and non-operating revenues. The Library does not have any proprietary funds.

*Restricted Net Position*

Restricted net assets are those for which a constraint has been imposed either externally or by law. The Library does not have any restricted net assets.

**B. Fund Accounting**

The accounts of the library are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Revenues are accounted for in these individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as listed on the following page:



**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Major Governmental Funds**

**General Fund**

The General Fund is the general operating fund of the library. It is used to account for all financial resources except those required to be accounted for in other funds.

**Capital Projects Fund**

Capital Projects Funds account for financial resources to be used for the acquisition or construction of major capital facilities which are not financed by Proprietary and Trust Funds.

**C. Basis of Accounting/ Measurement Focus**

The accounting and financial reporting treatment applied to a fund is determined by the type of financial statement presentation.

The government-wide statements are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental-type and business-type activities are included in the Statement of Net Position. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the Statement of Activities. In these statements, capital assets are reported and depreciated in each fund.

This same measurement focus and basis of accounting is used by proprietary funds in the fund statements. However, all governmental funds are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. The Library does not have any business-type activities.

**D. Budgetary Practices**

Annually the Ascension Parish Library adopts a budget on the modified accrual basis of accounting for the General Fund. The budgetary practices include public notice of the proposed budgets, public inspection of the proposed budgets, and public hearings on the budgets. All budgetary appropriations lapse at the end of the fiscal year. The level at which expenditures may not legally exceed appropriations is 5% of budgeted expenditures.

**E. Cash and Cash Equivalents**

The Library considers all highly liquid investments purchased with an original maturity of three months or less when purchased to be cash equivalents.

**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**G. Accounts Receivable and Bad Debts**

All receivables are reported at their gross value and, where applicable, are reduced by the estimated portion that is expected to be uncollectible. Uncollectible accounts receivable are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable. At December 31, 2013, there were no amounts considered to be uncollectible.

**H. Prepaid Expenses**

Payments made to vendors for services that will benefit periods beyond December 31, 2013 are recorded as prepaid expenses.

**I. Capital Assets**

The Library's assets are recorded at historical cost. Capital assets are defined as assets with an initial, individual cost of more than \$600 (amount not rounded) and estimated useful lives in excess of 1 year. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows:

|                  |             |
|------------------|-------------|
| Buildings        | 40 years    |
| Equipment        | 4-10 years  |
| Office furniture | 5-7 years   |
| Vehicles         | 5 years     |
| Infrastructure   | 40-50 years |

In June of 1999, the Governmental Accounting Standards Board issued Statement No. 34 that requires the inclusion of infrastructure assets used in governmental activities in the general purpose financial statements retroactively reported back to 1982. All assets of the Library are reported in the accompanying financial statements.

**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**J. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *Deferred Outflows of Resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The Library does not have an item that meets this criterion. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *Deferred Inflows of Resources*, represents an acquisition of net position that applies to future periods and so will not be recognized as revenue until then. The Library has no items that meet the criterion for this category. The governmental funds report unavailable revenue from property taxes and state revenue sharing. These amounts are deferred and recognized as an inflow of resources in the period that amounts become available. In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expenses/expenditure) until then.

**K. Compensated Absences**

Full-time employees of the library earn vacation leave after one year of service at varying rates depending on type of position. Vacation leave can be accumulated up to one and one-half of the amount earned in one year. Employees who resign are paid for unused vacation leave, provided adequate notice of resignation is given. Sick leave is granted full-time employees at the rate of twelve days each year. Sick leave can be accumulated up to thirty-six days. Upon termination of employment, unused sick leave lapses.

The following reflects changes in accumulated sick and annual leave:

|                     |    |                       |
|---------------------|----|-----------------------|
| Balance at 12-31-12 | \$ | 158,153               |
| Increase in leave   |    | <u>20,453</u>         |
| Balance at 12-31-13 | \$ | <u><u>178,606</u></u> |

**L. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles required management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**M. Operating Transfers**

Advances between funds which are not expected to be repaid are accounted for as operating transfers. In those cases where repayment is expected, the transfers are accounted for through the various due from and due to accounts. These are eliminated in the government-wide statements.

**N. Net Position/Fund Balances**

In the government-wide financial statements, net position is classified in the following categories:

*Net Invested in Capital Assets* – The amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt attributed to the acquisition, construction, or improvement of the assets.

*Restricted Net Position* – This amount is restricted by external creditors, grantors, contributors, laws or regulations of other governments.

*Unrestricted Net Position* – This amount is all net position that do not meet the definition of "net invested in capital assets" or "restricted net position."

In the fund financial statements, fund balance of the governmental funds are classified as follows:

*Nonspendable* – Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

*Restricted* – Amounts that can be spent only for specific purpose because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments

*Committed* – Amounts that can be used only for specific purposes determined by a formal action of the Library. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board.

*Assigned* – Amounts that do not meet the criteria be classified as restricted or committed that are intended to be used for specific purposes

*Unassigned* – All other spendable amounts.

As of December 31, 2013, \$9,177,714 of the total fund balance was unassigned. Restricted funds are used first as appropriate. Restricted funds totaled \$3,666,006. Assigned funds are reduced to the extent that expenditure authority has been budgeted by the Library or the assignment has been changed by the Library. Decreases in fund balance first reduce Unassigned fund balance, in the event that Unassigned becomes zero, then Assigned and Committed fund balances are used in that order

**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**O. Extraordinary and Special Items**

*Extraordinary items* are *material* transactions or other events that are both "unusual in nature" and "infrequent in occurrence." GASB No 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 GASB and AICPA Pronouncements*, paragraph 46, defines these terms as follows:

- a. *Unusual nature* – the underlying event or transaction should possess a high degree of abnormality and be of a type clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the entity, taking into account the environment in which the government operates.
- b. *Infrequency of occurrence* – the underlying event or transaction should be of a type that would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the government operates

*Special items* are *significant* transactions or other events *within the control of management* that are either "unusual in nature" or "infrequent in occurrence" as those terms are defined in paragraph 1205.68. Special item reporting is used by the GASB to highlight significant "one shot" financing measures, such as certain sales or capital assets.

**NOTE 2 - CASH AND CASH EQUIVALENTS**

The Ascension Parish Library deposits at year end were covered by federal depository insurance, collateral held by the library's custodial bank in the library's name, or by the backing of the U.S. federal government. The library's balance per bank (unreconciled) at December 31, 2013 was \$6,017,434. The total market value of securities pledged at the bank at December 31, 2013 was \$7,974,549.

|  | Bank Balance<br>12/31/2013 | FDIC<br>Insurance | Balances<br>Uninsured |
|--|----------------------------|-------------------|-----------------------|
| Cash   | \$ 6,017,434               | \$ 346,940        | \$ 5,670,494          |
| Securities pledged and held by bank in Library's name              |                            |                   | <u>7,974,549</u>      |
| Excess FDIC insurance and pledged securities over cash<br>balances |                            |                   | <u>\$ (2,304,055)</u> |

**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 3 - CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2013 is as follows

|  | Balance<br>December 31,<br>2012 | Reclass/<br>Additions | Reclass/<br>Deletions | Balance<br>December 31,<br>2013 |
|--|---------------------------------|-----------------------|-----------------------|---------------------------------|
| <b>Governmental Activities</b>                                       |                                 |                       |                       |                                 |
| Construction in progress   | \$ -                            | \$ 84,250             | \$ -                  | \$ 84,250                       |
| Land   | 879,166                         | 353,242               | -                     | 1,232,408                       |
| Buildings and improvements   | 14,244,843                      | -                     | -                     | 14,244,843                      |
| Equipment & furniture  | 1,000,056                       | 31,453                | -                     | 1,031,509                       |
| Vehicles   | 53,695                          | 42,113                | 33,568                | 62,240                          |
| Library collection   | 2,882,113                       | 416,905               | 507,405               | 2,791,613                       |
| <b>Total at Historical Cost</b>                                      | <b>19,059,873</b>               | <b>927,963</b>        | <b>540,973</b>        | <b>19,446,863</b>               |
| <b>Less Accumulated Depreciation for:</b>                            |                                 |                       |                       |                                 |
| Buildings and improvements   | 2,897,929                       | 353,912               | -                     | 3,251,841                       |
| Equipment & furniture  | 497,688                         | 75,776                | -                     | 573,464                         |
| Vehicles   | 41,623                          | 16,468                | 33,568                | 24,523                          |
| Library collection   | 1,774,347                       | 558,323               | 507,405               | 1,825,265                       |
| <b>Total Accumulated Depreciation</b>                                | <b>5,211,587</b>                | <b>1,004,479</b>      | <b>540,973</b>        | <b>5,675,093</b>                |
| <b>Governmental Activities Capital<br/>Assets, December 31, 2013</b> | <b>\$ 13,848,286</b>            | <b>\$ (76,516)</b>    | <b>\$ -</b>           | <b>\$ 13,771,770</b>            |

The receivables at December 31, 2013 are as follows:

| Description           | Governmental<br>Activities |
|-----------------------|----------------------------|
| Ad Valorem Taxes      | \$ 7,041,584               |
| State Revenue Sharing | 258,368                    |
| <b>Total</b>          | <b>\$ 7,299,952</b>        |

**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 5 - CONTRACT PAYABLE AND CHANGES IN DEBT – SPECIAL ITEM**

On March 1, 2005, the Parish of Ascension, State of Louisiana, Ascension Parish Library board, and the Louisiana Local Government Environmental Facilities and Community Development Authority entered into a Trust Indenture and Loan Agreement for library bonds Series 2005 in the amount of \$9,595,000. The source and use of the funds are as follows.

|  |                     |
|--|---------------------|
| <u>Sources of Funds</u>                    |                     |
| Par Amount of Bonds                        | \$ 9,595,000        |
| Reoffering Premium                         | 384,717             |
| Total Sources                              | <u>9,979,717</u>    |
| <u>Uses of Funds</u>                       |                     |
| Deposit to Project Construction Fund       | 9,000,000           |
| Deposit to Capitalized Interest (CIF) Fund | 476,242             |
| Costs of Issuance                          | 179,015             |
| Total Underwriter's Discount (1 65%)       | 158,317             |
| Gross Bond Insurance Premium (38.5 bp)     | 73,232              |
| Underwriter's Counsel                      | 48,000              |
| Rating                                     | 10,000              |
| Rounding Amount                            | 19,911              |
| Surety Bond                                | 15,000              |
| Total Uses                                 | <u>\$ 9,979,717</u> |

Of the \$9,595,000 library bonds, \$9,000,000 was deposited in a Project Construction fund at the Ascension Parish Library. These funds are restricted for the construction of a new library and the expansion of an existing library facility. They also recognize interest earnings from the investment. The Library is responsible for recording interest income and expenditures in relation to the construction project. These transactions are recorded in the capital projects fund. The local services agreement establishes a contractual agreement in which the Ascension Parish Library obligates to make principal and interest payments to the trustee, on behalf of the Ascension Parish Council, from operations and maintenance revenue funds. The contract payable is reflected on the Statement of Net Position.

During 2013, the above contract with the Parish of Ascension was amended. The new contract resulted in an increase of \$975,000 in the outstanding contract payable. With the Library Board's approval, they entered into the new contract based on the lower interest rates and long-term savings. The lower interest rates will generate lower interest payments and future savings for the Library. The \$975,000 is reflected as a special item on the statement of activities.

The changes in contract payable and compensated absences for the year ended December 31, 2013 are as follows:

**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 5 - CONTRACT PAYABLE AND CHANGES IN DEBT – SPECIAL ITEM (continued)**

|                  | Beginning<br>Balance | Additions         | Total               | Due Within<br>1 Year | Due in more<br>than 1 year |
|------------------|----------------------|-------------------|---------------------|----------------------|----------------------------|
| Compensated abs. | \$ 158,153           | \$ 20,452         | \$ 178,606          | \$ 178,606           | \$ -                       |
| Contract Payable | 8,455,000            | 975,000           | 9,220,000           | 120,000              | 9,100,000                  |
| Total            | <u>\$ 8,613,153</u>  | <u>\$ 995,452</u> | <u>\$ 9,398,606</u> | <u>\$ 298,606</u>    | <u>\$ 9,100,000</u>        |

The annual requirements to amortize contract payable at December 31, 2013, which includes interest payments of \$3,223,129, are as follows

| For Year  | Amount               |
|-----------|----------------------|
| 2014      | \$ 356,806           |
| 2015      | 354,406              |
| 2016      | 589,606              |
| 2017      | 587,356              |
| 2018      | 589,956              |
| 2019-2035 | <u>9,964,999</u>     |
|           | <u>\$ 12,443,129</u> |

**NOTE 6 - OPERATING TRANSFERS**

Operating transfers in and out by fund for the year ended December 31, 2013 are listed as follows:

|                       | Operating Transfers |                     |
|-----------------------|---------------------|---------------------|
|                       | In                  | Out                 |
| General Fund          | \$ -                | \$ 1,167,094        |
| Capital Projects Fund | <u>1,167,094</u>    | <u>-</u>            |
| Totals                | <u>\$ 1,167,094</u> | <u>\$ 1,167,094</u> |

Transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them. These transfers were eliminated in preparation of the Government-Wide Financial Statements



**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 7 – ON-BEHALF PAYMENTS**

Because the Library is one of several governmental agencies receiving proceeds from a property tax assessment, state law (R.S. 11:82) required the Library to bear a pro-rata share of the pension expense relating to state and statewide public retirement systems. The Library's pro-rata share of the required contribution was \$233,481 that was withheld by the Ascension Parish Sheriff from property tax collections to satisfy the Library's obligation. The Sheriff withholds the entire amount of this obligation in January each year even though some of the property taxes may never be collected.

The \$233,481 withheld by the Sheriff has been included as part of "intergovernmental" expenditures of the General Fund in these financial statements.

**NOTE 8 – COMPENSATION PAID TO THE BOARD**

There was no compensation paid to the Board of Control during the fiscal year ended December 31, 2013.

**NOTE 9 - RECENT ACCOUNTING PRONOUNCEMENTS**

The GASB had issued Statement No. 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefit Plans Other Than Pensions*. The Ascension Parish Library does not pay life insurance, health benefits, or other benefits after an employee retires. Therefore, the other post employment benefit disclosure and actuary's report are not necessary.

**NOTE 10– NEW ACCOUNTING PRONOUNCEMENTS**

GASB 65, *Items Previously Reported as Assets and Liabilities* was implemented this year. This statement required certain items that are currently reported as assets and liabilities to be reclassified as deferred outflows of resources, deferred inflows of resources or current period outflows and inflows.

**NOTE 11 – RESTATED BEGINNING FUND BALANCE/NET POSITION**

Due to the implementation of GASB 65, *Items Previously Reported as Assets and Liabilities*, other assets (gross or net of accumulated amortization) are eliminated from the Statement of Net Position and the Combined Balance Sheet. They are reported as follows:

|   |                     |                                       |                      |
|---|---------------------|---------------------------------------|----------------------|
| Beginning General Fund balance                | \$ 8,663,712        | Beginning Net Position                | \$ 16,826,131        |
| Restated                                      | <u>(118,757)</u>    | Restated                              | <u>(91,045)</u>      |
| Restatement of beginning General Fund balance | <u>\$ 8,544,955</u> | Restatement of beginning Net Position | <u>\$ 16,735,086</u> |

**ASCENSION PARISH LIBRARY  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 12 - SUBSEQUENT EVENTS**

These financial statements considered subsequent events through March 17, 2014, the date the financial statements were available to be issued and determined that there were no events that require disclosure. No events occurring after this date have been evaluated for inclusion in these financial statements.

## **REQUIRED SUPPLEMENTARY INFORMATION**

**GENERAL FUND**

**ASCENSION PARISH LIBRARY  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE--BUDGET (GAAP BASIS) AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2013**

| December 31, 2013                       |                    |                  |                  |  |
|---|--------------------|------------------|------------------|--|
|   | Original<br>Budget | Final<br>Budget  | Actual           | Variance<br>Favorable<br>(Unfavorable) |
| <b>REVENUES</b>                         |                    |                  |                  |  |
| Ad valorem taxes                        | \$ 6,476,585       | \$ 6,476,585     | \$ 7,027,232     | \$ 550,647                             |
| State revenue sharing                   | 370,000            | 370,000          | 387,552          | 17,552                                 |
| Fees and charges for library services   | 22,000             | 22,000           | 23,914           | 1,914                                  |
| Fines, forfeitures, and lost books      | 30,000             | 30,000           | 41,509           | 11,509                                 |
| Use of money and property               | 7,000              | 7,000            | 5,364            | (1,636)                                |
| Contributions                           | -                  | -                | 320              | 320                                    |
| Other revenues                          | -                  | -                | 3,971            | 3,971                                  |
| <b>TOTAL REVENUES</b>                   | <b>6,905,585</b>   | <b>6,905,585</b> | <b>7,489,862</b> | <b>584,277</b>                         |
| <b>EXPENDITURES</b>                     |                    |                  |                  |  |
| <b>Library Administration</b>           |                    |                  |                  |  |
| Professional salaries                   | 795,000            | 795,000          | 677,402          | 117,598                                |
| Regular salaries and wages              | 1,985,000          | 1,985,000        | 1,923,186        | 61,814                                 |
| Student salaries                        | 70,000             | 70,000           | 28,092           | 41,908                                 |
| Temporary salaries                      | 20,000             | 20,000           | 1,031            | 18,969                                 |
| FICA or supplemental retirement         | 210,000            | 210,000          | 190,104          | 19,896                                 |
| Retirement contributions                | 274,500            | 274,500          | 233,770          | 40,730                                 |
| Life/Health insurance                   | 515,000            | 515,000          | 400,749          | 114,251                                |
| Workman's Compensation and Unemployment | 8,500              | 8,500            | 5,785            | 2,715                                  |
|   | <b>3,878,000</b>   | <b>3,878,000</b> | <b>3,460,119</b> | <b>417,881</b>                         |
| <b>Operating Services</b>               |                    |                  |                  |  |
| Membership dues                         | 3,500              | 3,500            | 3,208            | 292                                    |
| Printing stationery and forms           | 2,800              | 2,800            | 493              | 2,307                                  |
| Book printing and binding               | 2,500              | 2,500            | 371              | 2,129                                  |
| Utilities                               | 221,000            | 221,000          | 200,799          | 20,201                                 |
| Postage and box rent                    | 16,000             | 16,000           | 11,258           | 4,742                                  |
| Telephone                               | 11,000             | 11,000           | 9,364            | 1,636                                  |
| Other--(ill/lending charges)            | 500                | 500              | 345              | 155                                    |
| Other--grounds                          | 48,000             | 48,000           | 39,623           | 8,377                                  |
| Equipment rental                        | 800                | 800              |                  | 800                                    |
| Book rental                             | 38,000             | 38,000           | 35,043           | 2,957                                  |
| Telecommunications cost                 | 55,000             | 55,000           | 3,427            | 51,573                                 |
| Grounds maintenance                     | 30,000             | 30,000           | 7,398            | 22,602                                 |
| Advertising                             | 1,100              | 1,100            | 556              | 544                                    |
| Buildings maintenance                   | 45,000             | 45,000           | 25,445           | 19,555                                 |
| (continued)                             |                    |                  |                  |  |

**ASCENSION PARISH LIBRARY  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE--BUDGET (GAAP BASIS) AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2013**

|  | December 31, 2013  |                  |                  | Variance                   |
|--|--------------------|------------------|------------------|----------------------------|
|  | Original<br>Budget | Final<br>Budget  | Actual           | Favorable<br>(Unfavorable) |
| <b>Operating Services (continued)</b>    |                    |                  |                  |                            |
| Autos and trucks maintenance             | 7,000              | 7,000            | 180              | 6,820                      |
| Plumbing and heating maintenance         | 65,000             | 65,000           | 47,408           | 17,592                     |
| Pest control                             | 4,500              | 4,500            | 5,105            | (605)                      |
| Laundry and sanitation                   | 7,200              | 7,200            | 1,524            | 5,676                      |
| Janitorial                               | 92,770             | 92,770           | 93,472           | (702)                      |
| Maintenance furniture and equipment      | 112,500            | 187,500          | 230,310          | (42,810)                   |
| Accounting and auditing fees             | 11,000             | 11,000           | 6,780            | 4,220                      |
| Subscription charge                      | 160,000            | 160,000          | 156,191          | 3,809                      |
| Miscellaneous professional service       | 50,800             | 53,500           | 52,220           | 1,280                      |
| Fire and casualty insurance              | 70,000             | 70,000           | 63,564           | 6,436                      |
| Fidelity bonds                           | 2,000              | 2,000            | 1,586            | 414                        |
| Auto insurance                           | 8,000              | 8,000            | 6,312            | 1,688                      |
| Employee liability insurance             | 10,000             | 10,000           | 8,907            | 1,093                      |
| Miscellaneous insurance                  | 3,400              | 3,400            | 2,302            | 1,098                      |
|  | <u>1,079,370</u>   | <u>1,157,070</u> | <u>1,013,191</u> | <u>143,879</u>             |
| Travel                                   | <u>21,000</u>      | <u>21,000</u>    | <u>6,045</u>     | <u>14,955</u>              |
| <b>Capital Outlay</b>                    |                    |                  |                  |                            |
| Cars/Trucks, etc.                        | 55,000             | 45,000           | 42,113           | 2,887                      |
| Buildings/Grounds/General equipment      | 6,000              | 6,000            | -                | 6,000                      |
| Office furniture, fixtures and equipment | 9,000              | 9,000            | -                | 9,000                      |
| Automated and online                     | 70,000             | 70,000           | 1,242            | 68,758                     |
| Books                                    | 430,000            | 430,000          | 323,459          | 106,541                    |
| Periodicals                              | 37,000             | 37,000           | 32,766           | 4,234                      |
| Audio and video recordings and film      | 88,750             | 88,750           | 60,283           | 28,467                     |
| Audio visuals and communications         | 16,000             | 16,000           | -                | 16,000                     |
| Major repairs                            | 50,000             | 50,000           | 8,875            | 41,125                     |
| Miscellaneous                            | 2,000              | 2,000            | 396              | 1,604                      |
|  | <u>763,750</u>     | <u>753,750</u>   | <u>469,134</u>   | <u>284,616</u>             |

(continued)

**ASCENSION PARISH LIBRARY  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE--BUDGET (GAAP BASIS) AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2013**

|  | December 31, 2013   |                     |                     |  |
|--|---------------------|---------------------|---------------------|--|
|  | Original<br>Budget  | Final<br>Budget     | Actual              | Variance<br>Favorable<br>(Unfavorable) |
| <b>Library Materials and Supplies</b>                        |                     |                     |                     |  |
| Library  | 35,000              | 35,000              | 21,229              | 13,771                                 |
| Office supplies  | 20,000              | 20,000              | 10,940              | 9,060                                  |
| Other  | 125                 | 125                 | 8,316               | (8,191)                                |
| Building and grounds supplies                                | 20,000              | 20,000              | 18,632              | 1,368                                  |
| Vehicle supplies   | 8,000               | 8,000               | 4,546               | 3,454                                  |
| Library promotions   | 34,000              | 34,000              | 30,168              | 3,832                                  |
|  | <u>117,125</u>      | <u>117,125</u>      | <u>93,831</u>       | <u>23,294</u>                          |
| <b>Intergovernmental</b>                                     |                     |                     |                     |  |
| Contributions to retirement system                           | 250,000             | 250,000             | 233,480             | 16,520                                 |
| Intergovernmental service charge                             | 10,000              | 10,000              | -                   | 10,000                                 |
| Miscellaneous - local svc agreement                          | 695,000             | 695,000             | 370,241             | 324,759                                |
|  | <u>955,000</u>      | <u>955,000</u>      | <u>603,721</u>      | <u>351,279</u>                         |
| <b>TOTAL EXPENDITURES</b>                                    | <u>6,814,245</u>    | <u>6,881,945</u>    | <u>5,646,041</u>    | <u>1,235,904</u>                       |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES</b> | <u>91,340</u>       | <u>23,640</u>       | <u>1,843,821</u>    | <u>1,820,181</u>                       |
| <b>FUND BALANCE, Beginning</b>                               | <u>8,663,712</u>    | <u>8,663,712</u>    | <u>8,663,712</u>    | -                                      |
| Restate Beginning Fund Balance                               | -                   | -                   | (118,757)           | -                                      |
| Transfers out  | -                   | -                   | (1,167,094)         | (1,167,094)                            |
| <b>FUND BALANCE, Ending</b>                                  | <u>\$ 8,755,052</u> | <u>\$ 8,687,352</u> | <u>\$ 9,221,682</u> | <u>\$ 653,087</u>                      |

## **CAPITAL PROJECTS FUND**



**ASCENSION PARISH LIBRARY**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -**  
**BUDGET TO ACTUAL**  
**CAPITAL PROJECTS FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**

|  | <u>Original<br/>Budget</u> | <u>Final<br/>Budget</u>    | <u>Actual</u>              | <u>Variance</u>            |
|--|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>REVENUES</b>  |                            |                            |                            |                            |
| Use of money and property  | \$ 500                     | \$ 1,000                   | \$ 2,744                   | \$ 1,744                   |
| <b>TOTAL REVENUES</b>  | <u>500</u>                 | <u>1,000</u>               | <u>2,744</u>               | <u>1,744</u>               |
| <b>EXPENDITURES</b>  |                            |                            |                            |                            |
| Architect fees   | 50,000                     | 15,000                     | -                          | 15,000                     |
| Surveyors fees   | 20,000                     | 15,000                     | 6,920                      | 8,080                      |
| Landscaping  | 45,000                     | 45,000                     | -                          | 45,000                     |
| Miscellaneous  | 100,000                    | 400,000                    | 353,242                    | 46,758                     |
| Furniture and equipment  | 100,000                    | 100,000                    | 21,337                     | 78,663                     |
| Building Construction  | 1,750,000                  | 250,000                    | 77,330                     | 172,670                    |
| <b>TOTAL EXPENDITURES</b>  | <u>2,065,000</u>           | <u>825,000</u>             | <u>458,829</u>             | <u>366,171</u>             |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER (UNDER) EXPENDITURES</b> | <b>(2,064,500)</b>         | <b>(824,000)</b>           | <b>(456,085)</b>           | <b>367,915</b>             |
| <b>FUND BALANCES - BEGINNING</b>                                     | <b>2,954,997</b>           | <b>2,954,997</b>           | <b>2,954,997</b>           | <b>-</b>                   |
| Transfers in   | -                          | -                          | 1,167,094                  | 1,167,094                  |
| <b>FUND BALANCES - ENDING</b>  | <u><b>\$ 890,497</b></u>   | <u><b>\$ 2,130,997</b></u> | <u><b>\$ 3,666,006</b></u> | <u><b>\$ 1,535,009</b></u> |

## **SUPPLEMENTARY FINANCIAL INFORMATION**

# **BAXLEY AND ASSOCIATES, LLC**

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Hugh F. Baxley, CPA/CGMA/CVA  
Margaret A. Pritchard, CPA/CGMA

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Staci H. Joffrion, CPA/CGMA

To the Board of Control  
Ascension Parish Library  
Port Allen, Louisiana

## **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller of the United States, the financial statements of the governmental activities and the major fund of Ascension Parish Library, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Ascension Parish Library's basic financial statements and have issued our report thereon dated March 17, 2014

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**SCHEDULE 1**  
**(continued)**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING  
STANDARDS**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our audit disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose

*Baxley & Associates, LLC*

Plaquemine, Louisiana  
March 17, 2014

**ASCENSION PARISH LIBRARY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**A. SUMMARY OF AUDITOR'S RESULTS**

1. The auditor's report expresses an unqualified opinion on the financial statements of the Ascension Parish Library
2. There were no significant deficiencies relating to the audit of the financial statements reported in the Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards.
3. No instances of noncompliance material to the financial statements of the Ascension Parish Library were disclosed during the audit.

**B. FINDINGS – FINANCIAL STATEMENT AUDIT - NONE**

**ASCENSION PARISH LIBRARY  
SCHEDULE OF PRIOR FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

There were no prior year findings or questioned costs.